

DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
HIGHWAY SECTION/CONTRACTS AND LAND

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

HIGHWAY SECTION/CONTRACTS AND LAND

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

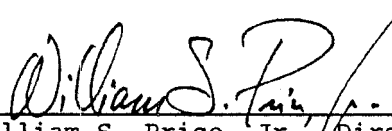
HIGHWAY SECTION/CONTRACTS AND LAND

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

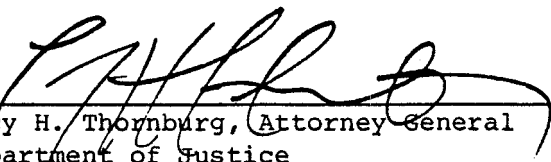


Judy E. Smith, Chief Records Officer  
Department of Justice

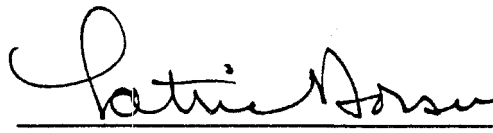


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Lacy H. Thornburg, Attorney General  
Department of Justice



Patric Dorsey, Secretary  
Department of Cultural Resources

This schedule was modified to  
comply with the provisions of the  
**General Schedule for State Agency Records,**  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

June 28, 1991

MCC

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
HIGHWAY SECTION/CONTRACTS AND LAND**

**ITEM 2399. CLOSED CASE FILE.**

Records concerning each closed case assigned to this section. File includes correspondence and all legal working papers used in preparing and presenting each case.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**ITEM 14451. GENERAL CORRESPONDENCE FILE.**

General correspondence and memorandums written and received by the office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14452. ADVISORY LETTERS FILE.**

Advisory letters written by the section attorneys to state and local government officials or their attorneys regarding routine legal matters. File includes copies of the requests. Amended 2-21-94

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 14453. ATTORNEY GENERAL'S FORMAL OPINIONS FILE.**

Opinions provided to state or local government officials or their attorneys having statewide significance. Amended 2-21-94

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central Files Section, Attorney General's Combined Opinions and Correspondence for State Agencies File (Item 2353) when response has been completed.

**ITEM 14454. ACTIVE CASE FILE.**

Records concerning each active case assigned to this section. File includes correspondence and all legal working papers used in preparing and presenting each case.

DISPOSITION INSTRUCTIONS: Transfer to Closed Case File when case or dispute is closed.

**ITEM 14456. CRIMINAL BRIEFS FILE.**

Briefs and other related records presented to the Supreme Court and Court of Appeals by counsel for the State in criminal action cases.

DISPOSITION INSTRUCTIONS: Destroy in office when legal and reference values end.

**ITEM 14457. LEGISLATIVE CORRESPONDENCE FILE.**

Correspondence and memorandums concerning proposed legislation or changes in highway laws drafted by section for Department of Transportation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14458. POWELL BILL FILE.**

Correspondence and memorandums concerning the allocation of funds received from motor fuels tax revenues to municipalities for the construction and maintenance of streets.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14471. ATTORNEYS' TITLE FILE.**

Reference copies of invoices received from private attorneys who have rendered title search and land recording services for the Department of Transportation (DOT). File includes DOT requests for title examination and certification, payment approvals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when claim is settled.

DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
HIGHWAY SECTION/CONTRACTS AND LAND

**ITEM 14473. ACTIVE CASE INDEX FILE.**

Card file providing information concerning each open or pending condemnation case handled by section. Each card lists name of litigant, county project and parcel number, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to Closed Case Card Index File when case is closed.

**ITEM 31590. CLOSED CASE CARD INDEX FILE.**

Card file providing information concerning each closed case handled by section. Each card lists name of litigant, county project and parcel number, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 36694. ATTORNEY GENERAL'S ADVISORY OPINIONS FILE.**

Opinions provided to state or local government officials or their attorneys regarding legal issues significant to the operation or administration of state agencies or local governments. Amended 2-21-94

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central File Section, Attorney General's Combined Opinions and Correspondence for State Agencies File (Item 2353) when response has been completed.

**ITEM 36695. INFORMATION LETTERS FILE.**

Letters to private citizens and organizations requesting legal assistance. Amended 2-21-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.